

COLORADO CULTURE CHANGE ACCOUNTABILITY BOARD

Minutes of meeting 19 April 2013

The meeting was held at the Colorado Veterans Nursing Home at Fitzsimons. It was called to order at 10:08 AM. Board members present were Carolyn Mickey (Chair), Paul Phillips, Beverly Hirsekorn, Vanessa Carlson, Cindy Webb, and Gary Pauli. Participating by telephone were Beth Irtz, Dana Solomon, and Candace Kramer. Absent was Jane Garramone. Also attending was Anthony Satariano, Contracts Specialist, Contracts Performance Management Team, HCPF.

Names in bold type indicate assignments. **N.B.** Also in bold type is a new procedure concerning an absentee member's responsibility when she/he has a report to the Board.

Minutes for the March 2013 meeting were approved with one minor change.

FOURTH CYCLE GRANTS. As was the case for the March reports, not all reports were complete. The Board again agreed that the onus lies with the State, and hence **Anthony**, to contact grantees who fail to provide all three parts of the monthly report. Anthony suggested that in future cycles, monthly reports should be due earlier in the month to provide adequate time both for completing incomplete reports and for Board members to study.

1. Brookshire House (\$4,000 Aromatherapy). The Board confirmed a visit to this project manager on 17 May combined with a visit to nearby Amberwood (see below.) **Beverly** will contact Brookshire to make arrangements.

Beverly reported that she had no report since she did not anticipate being at the meeting. **Beverly** will determine whether or not the grant money can be expended by 30 June. She also expressed concern with the apparent difficulty in getting the aromatherapy kits to multiple nursing homes.

2. Amberwood (\$10,000 Reduction of Medication/Psychotropic agents). In the absence of Jane, there was no report. **Carolyn** will contact Jane to determine whether or not there are any problems. **Jane**, in coordination with Beverly will make arrangements, for visit by the Board to this project on 17 May.

3. QP Health Partners (\$29,820 Design a Culture Change "How To" Handbook for Nursing Home Administrators.) Beth reported that the project is on schedule, data are being collected that show improved staff acceptance, and improved staff morale. **Beth** will provide **Penny** the Budget to Expenditure Sheet for distribution to Board members. **Beth** will arrange for the project manager to brief the Board at the June meeting.

4. Good Samaritan (\$4,300 Classes by Alzheimer educator) Dana, reported that the two six-hour classes have been completed and that the six two-hour sessions will be completed by the end of May. **Dana** plans to visit one of the two-hour sessions. She reported that no vouchers requesting money will be submitted until the project has been completed. No monthly report was received. **Anthony** will contact the project manager to inform that a report is required whether or not any work has been done on the project.

NEW PROCEDURE : The Board agreed to the following procedure.

If a Board member anticipates not being at a Board meeting, that member will provide electronically to the Chair the text of any report to the Board for which she or he is responsible.

FIFTH CYCLE GRANTS. The Board took the final steps to get a final prioritized and approved list of grants to Anthony by 7 April 2013. This represents only a one week slippage in the time line the Board set for itself early last year. These steps include the following:

1. **Board members who were prime reviewers** of the original grant request will provide to the Chair by Monday, 22 April a draft for her to send to each grantee to determine whether or not the grantee is willing to proceed with the project given the caveats and funding approved. (In all but one case altered from original proposals).
2. **Carolyn**, as Chair, will finalize the seven letters on 23 April 2013 and forward them to approved grant recipients with a deadline of 7 May for their replies.
3. **Carolyn** will forward the prioritized approved list of seven (or possibly fewer) projects to Anthony on 7 May, 2013.

This schedule will permit **Anthony** seven weeks, working with the grantees, to develop contracts for the fifth Cycle so that work should be able to begin on all but one of the projects early in July 2013. Money for the last project for which money is available most likely will be only part of that approved. Again, the manager will be contacted to determine whether or not she/he wishes to proceed.

The Board noted with satisfaction the speed with which the three approval authorities, HCPF, CDPHE, and CMS acted in approving Board recommendations.

NEW CHAIR. The Board formally approved Beth Irtz as Interim Chair pending the readiness of Candace Kramer to assume the position later in 2013.

LETTER TO SUE BIRCH. The Board approved the letter to Sue Birch. **BETH**, as Chair will send the letter next week.

LEGISLATIVE REPORT FOR FY 2012. The letter due from HCPF to the Legislature on 1 October 2012 has yet to be sent.

NEXT MEETING: 10:00 A.M., 17 May tentatively at Brookshire
The meeting adjourned at 11:30 A.M.
CCAB 22 April 2013